

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Tax and Revenue



Tax Practitioner Institute 2004

It will soon be time for the **5th Annual Tax Practitioner Institute!**

Mark your calendars for **January 7th** and **8th 2004**. Plan to attend the District of Columbia, Office of Tax and Revenue's **5th Annual Tax Practitioner Institute**, to be held each day from 8:30 a.m. to 4:00 p.m. at 941 North Capitol Street, N. E, Washington, DC, 4th floor, in Training Room A.

The purpose of the **5th Annual Tax Practitioner Institute** is to continue in our efforts of improving communication between the Office of Tax and Revenue and the tax practitioner community. From courteous customer service to the issuance of timely refunds, the Office of Tax and Revenue is continuously striving for improvement in all aspects of its operations.

In order to tailor the **5th Annual Tax Practitioner Institute** to better suit your needs, we encourage your topics of interest. Topics of interest may include but are not limited to the impact of mandatory electronic filing requirements, EITC, homestead deduction issues, compliance issues, tax form instructions, criminal and civil enforcement issues and specifications for substitute tax returns.

I invite you to take this active role in the planning of our two-day, **5th Annual Tax Practitioner Institute**. Your suggestions will be incorporated in our finalized agenda. Follow-up correspondence will be forwarded to only those tax practitioners who have registered to attend the two-day sessions.

Registration is available to 400 participants; therefore, I encourage you to sign up early. There is a registration fee of \$25 to cover the cost of the event, payable at the registration desk at time of the event. To sign up and for any questions you may have, please contact Douglas Schauss, of my Communications staff, before November 23, 2003. He can be reached at 202-442-8070, via fax at 202-442-6477 or via e-mail at douglass.schauss@dc.gov.

I look forward to seeing you at the **5th Annual Tax Practitioner Institute**.

Sincerely,

A handwritten signature in black ink that reads "Phil Brand".

Phil Brand
Deputy Chief Financial Officer